

## Fingerprint Requirement Instructions

Effective **November 30, 2007**, all initial resident insurance license applicants will be required to be fingerprinted. Fingerprinting must be done at a Prometric test center, using "live scan" technology, which digitally captures and transmits the fingerprints to the Utah Department of Public Safety, Bureau of Criminal Identification (BCI), for a criminal history background check. Fingerprinting **will not be required** for resident licensees adding a line of authority to an existing license; only for first-time licensees.

**For license types that require passing an examination** (IE: Resident Consultant, Resident Producer Individual, Resident Independent or Public Adjuster) the process is as follows:

1. The applicant will register online at [www.prometric.com/utah/insurance](http://www.prometric.com/utah/insurance) or by calling 800-697-8947 to schedule an appointment for the license examination and fingerprinting to be done at a Prometric test center. In addition to the Prometric examination fees, there is a \$20 Prometric fingerprint processing fee. The applicant must schedule the appointment and pay the Prometric examination and processing fees **before arriving** at the test center.
2. After passing the examination, the candidate will apply on-line using a kiosk located at the Prometric test center. The license application will include a \$15 BCI fingerprint submission fee. The license application fee and the BCI fingerprint submission fee will be paid by credit card during the online application process. Upon completing the on-line application, the applicant must print the Sircon confirmation page and show it to the test center administrator (TCA) as proof they have paid the fees.
3. After applying for a license on-line, the applicant will have their fingerprints taken at the Prometric test center.
4. Fingerprint results will be returned to the Utah Insurance Department. The department will evaluate the results and the license application prior to issuing any license.

If the applicant passes the examination and leaves the test center, they must schedule an appointment to return to the test center to have their fingerprints taken. They must present the Sircon application confirmation page when they return to have their fingerprints taken.

**For license types that do not require an examination** (IE: Resident Limited Lines Producer, Resident Customer Service Representative, Bail Bond) the process is as follows:

1. The applicant will schedule a fingerprint appointment and pay Prometric's \$20 fingerprint processing fee online at [www.prometric.com/utah/insurance](http://www.prometric.com/utah/insurance) or by calling 800-697-8947 **before arriving** at the test center for fingerprinting. Test centers are not able to accept this processing fee at the test site.
2. The applicant can apply on-line at [www.sircon.com/utah](http://www.sircon.com/utah) before arriving at the test center for fingerprinting, or they can apply using a kiosk located at the test center upon arriving for the fingerprinting appointment. The license application will include a \$15 BCI fingerprint submission fee. The license application fee and the BCI fingerprint submission fee will be paid by credit card during the online application process. Upon completing the on-line application, the applicant must print the Sircon confirmation page and show it to the test center administrator (TCA) as proof they have paid the fees.
3. After applying for a license on-line, the applicant will arrive at the Prometric test center at the scheduled appointment time with the printed Sircon confirmation page as proof of payment. The applicant's fingerprints will then be taken at the test center.
4. Fingerprint results will be returned to the Utah Insurance Department. The department will evaluate the results and the license application prior to issuing any license.